

## Application Package Submission Guidelines

1. No Application will be considered without the Applicant's submission of a brief narrative summary (limit 3 pages) describing the need for the Development within the community and the Development itself. This narrative should give an accurate depiction of how this Development will benefit the particular community. Generally, the summary should include the following points:

Development and unit description

Amenities - in and around Development

Area's needs that Development will help meet

Community support and/or opposition for Development

The constituency served by the Development

Development quality

Development location

Effective use of resources

Unique features

Services to be offered

Address Allocation Plan points **MUST** include pages 3-9 of Form- A (the Application).

2. Your assistance in organizing your submissions in the following order will facilitate the review of your Application for a "Conditional" Reservation of Rental Housing Financing. Documentation for each applicable tabbed section of the application for which it applies should be placed in a legal size 1/3 tab cut manila file folder. Each file folder should be labeled with typewritten 1/3 cut file folder labels accordingly. A template to use to print labels for manila file folders is attached. File folders should then be inserted in a 14 3/4" x 9 1/2" red file pocket with 5 1/4" expansion and must include all Tabs A – DD.
3. The Application form (Form A) must be signed by the Applicant, duly notarized and submitted with the required application fee. Please submit **one original** Form A in addition to a PDF copy on a CD-ROM. Inclusion of the items on the Development Submission Checklist in support of the Application is strongly encouraged and will likely impact the number of points for which you are eligible under the IHCD's evaluation system of ranking applications, and may assist the IHCD in its determination of the appropriate amount of credits that it may reserve for the Development. Additionally, all pages of the documentation submitted in each tab of the Application must state the full Development Name and date of the Application.



Application (A)

Local Unit of Government/Support (B)

Not-for-Profit Documentation (C)

Financials/Resumes (D)

Site Control (E)

Plans and Specs (F)

Financing Commitments (G)

Zoning (H)

Utilities (I)

Monitoring Report/Development Team (J)

Environmental Documentation (K)

Existing Structure (L)

Underwriting Documentation (M)

Market Study (N)

Subsidy Agreements (O)

Historic and Preservation (P)

Maps (Q)

Lease Purchase (R)

MBE/WBE Participation (S)

Services (T)

Attorney's Opinion Letter (U)

Other (V)



Conditional Commitment Letter (W)

Financial Analysis (X)

Correspondence (Y)

Carry-Over/Lock-In Agreement (Z)

Declaration of Extended Rental Housing  
Commitment (AA)

Development Modifications (BB)

8609(s) (CC)

RHTC Administrative Notes (DD)

